

TOWN OF CONCORD
Comprehensive Sustainable Energy
Committee

Committee Charge

A. Background

The comprehensive Sustainable Energy Planning Committee (CSEP) was formed in January 2006. This Committee's purpose was to develop a plan, based on community input, to guide the Town's future energy choices. To effect that purpose, the Committee's charge included collecting and analyzing data from Town sources concerning private and municipal energy use patterns; holding public hearings; exploring with Concord Municipal Light Plant (CMLP) options for diversifying energy supply and increasing incentives for conservation; identifying funding opportunities for renewable energy initiatives; and developing recommendations to promote efficiency, conservation, and cost effective options for supply diversification. This Committee produced a final report documenting its findings in March 2007. This report included several recommendations for action. One of these recommendations was:

“...the Committee recommends that the Town establish a permanent citizen Sustainable Energy Advisory Board (SEAB) to work with CMLP, Town Departments, and the Town Manager to identify, fund, and implement sustainable energy projects within the Town, including projects to assist citizens in conserving energy and increasing energy efficiency in their homes.”

The intent of forming the Concord Comprehensive Sustainable Energy Committee (CSE) is to pursue the recommendation. The Town Manager has agreed to commit modest initial funding for initiatives that the Committee identifies, with increased funding in future years as the Committee identifies more opportunities for sustainable energy practices.

B. Purpose

The purpose of the Comprehensive Sustainable Energy Committee is to assist the town with identifying, designing, and implementing programs and projects for fostering energy conservation, energy efficiency, and renewable energy generation in the Town and all other segments of the community, and to track and report on the financial and environmental impacts of such programs. These programs and project should address all forms of energy use: electricity, natural gas and heating oil, and transportation fuels. The benefits of pursuing cost-effective sustainable energy use patterns may include: reduced exposure to expected future energy cost trends, decreased reliance on imported energy sources, reduction of “greenhouse gas” emissions and related pollutants, and stimulation of local sustainable energy businesses.

C. Membership

The members of the Comprehensive Sustainable Energy Committee shall be appointed by the Town Manager, with the approval of the Board of Selectmen. The term of office shall be three years, and the initial appointments shall be of one, two and three years so that terms of members shall be staggered. The committee shall be comprised of up to nine members representing a diversity of interests concerned with energy. The membership shall be as follows:

- One representative of the Concord Municipal Light Board;
- One representative of the Public Works Commission;
- One representative of Town staff familiar with Police, Fire and other Department operations;*
- One representative of the Concord Public Schools or Concord-Carlisle Regional High School;
- One representative of the business community;
- A member knowledgeable in construction or facilities management;
- Four citizens at-large, based on members' knowledge with regard to:
 - * Sustainable energy (energy conservation, efficiency, and/or renewable energy) technology and policy;
 - * Construction, facilities, or energy management;
 - * Matters involving residential energy consumption;

D. Duties and Responsibilities

1. To continue the work of the Concord Sustainable Energy Planning Committee, as documented in its final report, and *to assist in the implementation* of those recommendations where feasible.
2. *To review this committee charge from time to time and to recommend to the Board of Selectmen and Town Manager additional Tasks or other changes in the Charge to reflect changing developments in this field.*
3. To establish mechanisms for measuring energy consumption in all sectors of the community (residential, commercial/industrial, institutional) and to track energy consumption over time in the interest of encouraging sustainable energy use.
4. To define and track metrics that provide visibility to the progress of the Committee and the town in the areas of energy conservation, efficiency, and renewable energy, including documented savings from rebate and audit programs of the Light Plant.
5. To work with the Light Plant on its energy audit program such that participation results in the installation of sustainable energy measures such as energy efficiency improvements.
6. To establish working relationships with the local natural gas utility (Keyspan), a selection of the heating oil suppliers that serve Concord, and a selection of the gas stations located within the Town.
7. To develop a work plan to pursue a "technical potential" study. This study will provide the Committee with the information it requires to identify and prioritize the programs and projects described in this document.
8. To recommend to the Board of Selectmen and Town Manager a set of achievable short-term and long-term goals for sustainable energy practices, both for the town as a municipality and for the entire community, including residential, commercial, and municipal entities. Such goals should have broad policy objectives, as well as specific, measurable steps than can be achieved.
9. To develop a variety of tools to educate the public about the importance and benefits of sustainable energy practices.

- 10.** To encourage sustainable energy use through the development and implementation of programs and projects that provide quantifiable assessments of progress; and to work with CMLP and other energy suppliers to foster sustainable energy practices in all areas. These programs should be prioritized based on return on investment and the extent to which they provide the maximum benefit to the most people, as well as environmental benefits.
- 11.** To advise the Town Manager on matters concerning the Town joining sustainable energy collaborative organizations to foster sharing of ideas among participating communities.
- 12.** To explore funding opportunities for sustainable energy initiatives (including conservation, efficiency, and renewable energy generation), including federal grants and private funding.
- 13.** To hold a public hearing or forum at least once per year to up-date the community on progress being made toward the achievement of sustainable energy supply and the resultant reduction in greenhouse gas emissions in Concord.
- 14.** To work with the Town Manager and the heads of Town departments in identifying reasonable steps than could be taken to promote sustainable energy practices and the wise use of public resources. The Town Manager will give due consideration to funding requests from the committee to underwrite the cost of studies and programs deemed worthwhile by the Committee, including reasonable support from the Municipal Light Plant for electricity-related initiatives.
- 15.** To participate in the annual Town budgeting process as it pertains to sustainable energy programs and projects.
- 16.** To submit a report for inclusion in the “Annual Town Report” each year, providing a discussion of the Committee’s work during the prior year as well as providing an assessment of the community’s progress toward the achievement of a sustainable energy supply.
- 17.** To meet regularly and annually elect a chair and clerk.

E. Other Considerations

The Comprehensive Sustainable Energy Committee is responsible for conducting its activities in a manner which is in compliance with all relevant State and local laws and regulations, including but not limited to, the Open Meeting Law, Public Records Law and Conflict of Interest Law. The Committee shall consult with the Town Manager concerning the allocation of town staff or financial resources toward this effort.

Attachments:

- a. Copy of Comprehensive Sustainable Energy Plan